

**TOP 10 CITATIONS**  
**Child Care Institution**  
**Between 7/1/2015 - 9/30/2015**

<b><u>TIMES CITED</u></b>	16	<b><u>REG TEXT</u></b>	A service and room, board and watchful oversight plan shall be developed by the child's Human Services Professional in concert with the child's primary Child Care Worker, meaning the worker who has responsibility for supervision of the child in the living unit where the child resides. The plan shall contain the following data:
<b><u>% of all written</u></b>	5.95%		
<b><u>TAG# / REG #</u></b>	1003		
<b><u>TITLE</u></b>	Assessment and Planning.		
			1. The results of the assessment and identified needs;
			2. Statements of time-limited goals and objectives for the child and family and methods of achieving them and evaluating them;
			3. Statements of activities to be followed by the child and staff members in pursuit of the stated goals and objectives;
			4. Statements of any special care and services that will be arranged for or provided directly;
			5. Statements of goals and preliminary plans for discharge;
			6. Statements about the types of discipline that should be employed when necessary; and
			7. Statements about any restrictions of communications or visitations with any persons; such statements shall clearly show that the health, safety, and welfare of the child would be adversely affected by such communications or visits.
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<b><u>TIMES CITED</u></b>	14	<b><u>REG TEXT</u></b>	A general dental examination of the child shall be provided for unless such an examination has been completed within six months prior to admission. Such examinations shall be done by either a dentist or a dental hygienist that is employed by the department and County Boards of Health to screen school pupils.
<b><u>% of all written</u></b>	5.2%		
<b><u>TAG# / REG #</u></b>	1211		
<b><u>TITLE</u></b>	Health Services.		
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<b><u>TIMES CITED</u></b>	14	<b><u>REG TEXT</u></b>	The child, and the parent(s) or guardian(s), or child placing agency representative shall be involved in the development of the service and room, board and watchful oversight plans, and its periodic updates as described below.
<b><u>% of all written</u></b>	5.2%		
<b><u>TAG# / REG #</u></b>	1010		
<b><u>TITLE</u></b>	Assessment and Planning.		

<b><u>TIMES CITED</u></b>	13	<b><u>REG TEXT</u></b>	A general physical examination of the child shall be provided within 72 hours (excluding weekends and holidays) of admission unless such an examination has been completed within one year prior to admission.
<b><u>% of all written</u></b>	4.83%		
<b><u>TAG# / REG #</u></b>	1208		
<b><u>TITLE</u></b>	Health Services.		
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<b><u>TIMES CITED</u></b>	13	<b><u>REG TEXT</u></b>	[The written case record] for each child which shall include the following: ...
<b><u>% of all written</u></b>	4.83%		5. Documentation of current custody if not placed by natural or adoptive parents; ...
<b><u>TAG# / REG #</u></b>	0818		
<b><u>TITLE</u></b>	Recordkeeping. Case Records.		
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<b><u>TIMES CITED</u></b>	11	<b><u>REG TEXT</u></b>	[Written personnel records] records shall include the following: ...
<b><u>% of all written</u></b>	4.09%		6. Documentation from a licensed physician or other licensed healthcare professional of a health screening examination within thirty (30) days of hiring sufficient in scope to identify conditions that may place the children at risk of infection, injury or improper care. ...
<b><u>TAG# / REG #</u></b>	0835		
<b><u>TITLE</u></b>	Recordkeeping. Personnel Records.		
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<b><u>TIMES CITED</u></b>	8	<b><u>REG TEXT</u></b>	Required Immunization. All children shall have current immunizations as outlined in Rules and Regulations of the Department of Human Resources for Immunization of Children as a Prerequisite to Admission to School or Other Facilities, Chapter 290-5-4.
<b><u>% of all written</u></b>	2.97%		
<b><u>TAG# / REG #</u></b>	1210		
<b><u>TITLE</u></b>	Health Services.		
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<b><u>TIMES CITED</u></b>	8	<b><u>REG TEXT</u></b>	An institution shall complete a full written assessment of each child admitted for care and of each child's family within thirty days of admission and develop an individual written service plan for each child based on the assessments within thirty days of admission. If an assessment is not completed within thirty days, the reasons for the delay shall be documented in the child's case record and such documentation shall include statements indicating when the assessment is expected to be completed.
<b><u>% of all written</u></b>	2.97%		
<b><u>TAG# / REG #</u></b>	1000		
<b><u>TITLE</u></b>	Assessment and Planning.		

<b><u>TIMES CITED</u></b>	8	<b><u>REG TEXT</u></b>	Prior to admission, the facility shall:
<b><u>% of all written</u></b>	2.97%		1. Provide information to the custodian about the services, environment, age ranges and behavioral characteristics of the other children in placement.
<b><u>TAG# / REG #</u></b>	0907		2. Maintain signed documentation from the custodian that they have received and considered the information provided in Rule .09(1)(a)1 above and have determined that the placement environment is appropriate and does not represent an undue risk to the health and safety of the child or children being placed.
<b><u>TITLE</u></b>	Referral and Admission.		
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<b><u>TIMES CITED</u></b>	7	<b><u>REG TEXT</u></b>	When a child is discharged, an institution shall compile a complete written discharge summary within thirty days of the discharge. Such summary shall include:
<b><u>% of all written</u></b>	2.6%		(a) The name, address, telephone number and relationship of the person or entity to whom the child was discharged, or the name of the placing agency if discharged to a placement agency;
<b><u>TAG# / REG #</u></b>	1102		(b) A summary of all the services provided for the child to meet assessed needs while the child was in the institution;
<b><u>TITLE</u></b>	Discharge and Aftercare.		(c) A summary of the child's and the family's goals and objectives and accomplishments during care;
			(d) A summary of any problems encountered by the child and the family during care; and
			(e) A summary of assessed needs which were not met during care, and a summary of the reasons why they were not met.
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<b><u>TIMES CITED</u></b>	7	<b><u>REG TEXT</u></b>	Reporting. Detailed written summary reports shall be made to the Department of Human Resources, Office of Regulatory Services, Residential Child Care Unit via email or fax on the required incident intake information form (IIIF) within 24 hours.
<b><u>% of all written</u></b>	2.6%		
<b><u>TAG# / REG #</u></b>	0861		
<b><u>TITLE</u></b>	Reporting.		
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<b><u>TIMES CITED</u></b>	7	<b><u>REG TEXT</u></b>	[Written personnel records] records shall include the following: ...
<b><u>% of all written</u></b>	2.6%		10. Any documentation of the individual's performance, including all records of employee discipline arising from the inappropriate use of behavior management techniques and emergency safety interventions and grievance reports described in Rule .14 and Rule .15 related to children in care and the employee.
<b><u>TAG# / REG #</u></b>	0839		
<b><u>TITLE</u></b>	Recordkeeping. Personnel Records.		
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